Communications Officer: Energy & Climate Change
(2-year fixed term contract position with the potential of renewal)

ICLEI-Local Governments for Sustainability is a global network of over 1,750 cities and other subnational governments committed to building a sustainable future. ICLEI provides technical services, capacity building, networking opportunities and cutting-edge urban solutions to its member cities and their communities. ICLEI's African Head Office, which serves ICLEI's member cities from across Africa, is based in Cape Town (www.africa.iclei.org).

We are looking for a creative, multi-talented Communications Officer, who is passionate about making a difference in the world! He/she needs to be a conscientious individual with a ‘can do’ attitude who can adapt quickly, work well under pressure with multiple stakeholders at different levels and think on his/her feet.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:

- Website conceptualisation and the ability to work with a developer to produce a visually appealing and user-friendly, interactive website suited to the target audience
- Website content management: Producing and editing content, and updating websites (e.g. Wordpress)
- Social media: Developing and implementing successful Twitter and Facebook campaigns
- Website and social media tracking
- Writing: Identifying story angles, interviewing, researching, distilling key messages and writing up content for articles and media releases
- Mailing list: Digital mailer design and setup (e.g. Mailchimp), producing regular newsletters, growing the mailing list and keeping the mailing list healthy
- Editing and proofreading
- Collating content (articles, reports, photos and video) from various stakeholders and managing approvals, timelines and deadlines
- Photography: Taking photographs and managing photography database
- Videography and editing: Produce and brief both short campaign clips and longer, informative videos
- Development and implementation of communication campaigns
- Production of publications from brief to print
- Event planning and organisation of smaller and largescale events
- Communicating concepts related to sustainability, preferably climate change, energy and resilience to diverse stakeholders, and in particular, politicians and technical officials, would be a big advantage
- Project management: Ability to deliver projects and accompanying deliverables on time and with high quality
- Possess a network of media professionals that can be harnessed to promote the work of ICLEI Africa

The following would be advantageous:
- Diplomacy, particularly with high ranking government officials and funders
- Experience in working with/within government
- Proficiency in another language spoken in Africa, especially French
• Knowledge of the African and global geo-political context

Requirements:
• Relevant post-graduate degree or equivalent qualification
• At least 2 years of relevant work experience related to the above listed areas
• Excellent English written, presentation and verbal communication skills
• Highly computer literate
• Good eye for design
• Good people skills
• Ability to work both independently and collaboratively, in multiple and multi-disciplinary teams across the world, in a highly dynamic, fast-paced and creative environment
• Ability to handle multiple tasks concurrently, effectively and accurately
• Ability to interact with all levels of staff, as well as manage consultants
• Ability to be agile and flexible about work responsibilities, prioritise and thrive under pressure
• Ability to navigate complex organisational and project structures
• Problem-solving and analytical skills, well-organised, attention to detail and quality, and a structured and pro-active working style
• Valid code B driving license, with at least one year’s driving experience
• South African resident/valid work or critical skills permit
• Must have a passion for, and willingness to travel, locally and internationally

Please forward the following documents to Sonya Smith - sonya.smith@iclei.org - by 11h00 SAST on 7 February 2020:
• Comprehensive CV
• Covering (motivating) letter
• Certified copy of your ID (and if relevant, visa)
• An example of your writing
• A product that you’ve designed or led the design process of
• Three contactable references

No late applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience.

Applicants who have not been contacted within 60 working days after the closing date of this advertisement should regard their applications as unsuccessful.

ICLEI Africa reserves the right not to appoint an individual in relation to this job advert.

ICLEI Africa is open to applications for internships and volunteering in fields relevant to sustainability on an ongoing basis.